

STATE OF COLORADO

Department of State

1700 Broadway
Suite 270
Denver, CO 80290



Mike Coffman
Secretary of State

Holly Z. Lowder
Director, Elections Division

Memorandum

To: Candidates and Registered Agents

Subject: Electronic Filing Requirements

Date: May 31, 2007

Pursuant to Rule 11 of the Secretary of State's Rules Concerning Campaign and Political Finance, all campaign finance disclosure reports filed with the Secretary of State's office must be filed electronically effective October 1, 2007. This requirement applies to **all** candidates, committees, and parties who file with the Secretary of State's office; however, reports with 30 or fewer entries are exempt from this policy and may continue to be filed in paper/manual form. A copy of Rule 11 regarding electronic filing is included in this memo for your convenience.

Two electronic filing methods are available:

The first method is the existing online system found on the Secretary of State's website. Hundreds of candidates, committees, and parties regularly use this system to file disclosure reports. While all filers have been assigned a user name and password for the system, please do not hesitate to contact us at cpfhelp@sos.state.co.us for a reminder of your login information or other assistance logging in.

The second method of electronic filing is our Electronic Data Interface (EDI) system. EDI filing is the most time efficient method of filing for committees and parties who have large reports and the technical ability to export or convert existing records to XML or tab-delimited format. Detailed instructions for this process are available on the Secretary of State's website.

If you have any questions about electronic filing, please contact the campaign finance support team at cpfhelp@sos.state.co.us or at 303-894-2200, extension 6383.

Regards,

Campaign Finance Support Team

Rule 11 Concerning Electronic Filing As Adopted 2/8/2007:

Rule 11. Electronic Filing.

- 11.1 Effective October 1, 2007, all disclosure reports filed with the secretary of state pursuant to Article XXVIII of the Colorado Constitution and Article 45 of Tile 1 of the Colorado Revised Statutes shall be filed electronically. Reports required to be filed electronically with the secretary of state under this rule that are presented for manual filing shall not be accepted.
- 11.2 In accordance with section 24-21-111, C.R.S., reports are not required to be filed electronically in any of the following circumstances:
- 11.2.1 An individual report contains fewer than thirty (30) entries.
 - 11.2.2 The secretary of state has granted an exception to the electronic filing requirement after written application based on hardship or other good cause shown. All applications for an exception shall include a brief statement of the hardship or good cause for which the exception is sought. Applications must be received by the secretary of state at least fifteen (15) calendar days prior to the first applicable filing deadline in the election cycle, unless the exception is based on emergency circumstances arising after such deadline, in which case the nature of the emergency shall be described in the application. The filing of an application for exception based on emergency circumstances does not delay any reporting deadlines, however, if a penalty is imposed for failure to file a report on the date due, the penalty may be set aside or reduced in accordance with section 10(2) of Article XXVIII. The Secretary of State shall review and respond in writing to all applications for an exception within three (3) business days.
 - 11.2.3 The report is filed using the secretary of state's Electronic Data Interface (EDI) upon approval of the secretary of state.
- 11.3 For the purposes of this rule 11, "electronic filing" is defined as the filing of reports required by Article XXVIII of the Colorado Constitution and Article 45 of Tile 1 of the Colorado Revised Statutes utilizing the internet system created by the secretary of state pursuant to section 1-45-109(6), C.R.S.
- 11.4 For the purposes of this rule 11, "entry" is defined as any contribution, expenditure, returned contribution, or expenditure, loan, or loan repayment.